



Foreign Affairs Manual

3 FAH-1 — Personnel Operations Handbook

Change Transmittal: POH-143

Date: June 10, 2010

3 FAH-1 H-3510 LEAVE WITHOUT PAY (LWOP)

Changes

1. **3 FAH-1 H-3510, Leave Without Pay (LWOP):** Minor edits have been made throughout the subchapter. Major changes include the following:
 - **3 FAH-1 H-3514.3, To Recover from Illness or Disability, paragraph b:** If an employee invokes the Family and Medical Leave Act and meets the requirements under 5 CFR 1201 through 1211 (see 3 FAM 3530), leave without pay of up to 12 weeks **must** be granted.
 - **3 FAH-1 H-3514.4, LWOP for Other Purposes, paragraph f:** LWOP may be granted for the purpose of accompanying a Foreign Service spouse or domestic partner (as defined in 3 FAM 1610) to a post abroad where no suitable tandem assignment is available.
2. **Change Transmittal** has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume's transmittal acronym and numerical series remain in place.
3. Revisions will appear in *italic* and *dark magenta*. Other than formal titles, the italic and dark magenta will be removed the next time the material is updated. Only current changes will appear in italic and dark magenta. Italic and dark magenta provide a historical record of changes. New or substantially revised subchapters will not appear in italic and dark magenta.
4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 3 FAH-1 H-3510 (CT:POH-118, 10-17-2005; 10 pages) and replace it with revised subchapter 3 FAH-1 H-3510 (10 pages).
2. After inserting the material in the binder, insert this change transmittal immediately following the CT (formerly TL) checklist, then fill in the entry line for CT:POH-143, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

(HR/ER/WLD)